



## Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

## MINUTES OF COUNCIL MEETING HELD ON TUESDAY 18 April 2023 AT 7 PM IN THE ARK

PRESENT:	CHAIRMAN	D Bowgett
	COUNCILLORS	S Cobb, J Chiswick, P Grasby, F Grieg, C Metcalfe, K Poskitt, C Stephenson.
	CLERK	J Crowther
	DEPUTY CLERK	J Mottershead
	ALSO PRESENT	D Gluck Tadcaster Rural CIC, K Ickeringill Environment Agency, 3 members of the public

**C249 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence, P Emmott, D Mackay, M Middlemiss and R Sweeting.

**C250 DECLARATIONS OF INTEREST – (Item 2)** - To receive and record declarations of interest at this point or at any other point on the agenda - None.

**Members agreed to discuss item 6 at this stage of the meeting.**

**C251 ENVIRONMENT AGENCY – (Item 3)** -

a. An Environment Agency representative in attendance to update members regarding Tadcaster Flood Alleviation Scheme.

K Ickeringill reported that the TFAS Consultation had ended, it had been well attended with approximately 250 people attending Drop-in Sessions 76 online replies, 80% of the replies were from Tadcaster residents.

Questions had included: -

- Any impact that may occur upstream and downstream due to Flood Defences in Tadcaster. He reported that the Environment Agency would not be permitted to plan defences that would impact on other areas.
- Would the defences impact fishermen? The EA were working with fishermen and other related groups to ensure that the plans facilitated all. Extra seating and viewpoints were to be included.

He thanked the Council and officers for accommodating the EA during the Consultations and use of the Ark Chamber for meetings.

The next stage would be to feed the Consultation data into the Plans.

There were plans to progress Planning in early August 2023, dates for this would be provided in due course.

**b. Additional Ground Investigation Works** – Members agreed access onto Tadcaster Town Council Riverside owned land for the above Additional Ground Investigation Works.

**C252 PUBLIC SESSION – SUSPEND STANDING ORDERS – (Item 3)** - To allow members of the public to speak on any matter as it relates to the town – Members of the public raised the following matters: -

- Congratulations for improvements to the Play Areas in the town.
- There had been no further information regarding plans for the underground car park.

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K Poskitt reported that Councillors had felt despondent following the Councils Selby Local Plan update received from Councillor Lee. It had been made clear that no further comments could be made regarding the Plan. She had been in contact with the head of Planning and clarified that the Council would be keen to comment and discuss the Local Plan going forward.

The underground car park was only one element of the plans, the whole plan was uncertain.

She suggested that Tadcaster Neighbourhood Development Group met with NYC Planning Officers as soon as possible and prior to plans being taken to NYC.

P Grasby asked who would take ownership of Selby Local Plan.

K Poskitt reported that NYC would manage the Local Plan and an NYC Council Meeting to discuss the Plan going forward was due in May 2023.

A resident reported that Selby District Council had failed to meet the deadline of 1 January 2023 for the Local Plan to be taken to the Secretary of State. There was an anticipated five-year timeframe for completion of the Plan.

The 2023 Pre-Submission had changed to eliminate plans for a Sports Facility at Magnets Ground, why had the Central Area Car Park plans remained in the plans as it was not viable or deliverable?

K Poskitt reported that the new authority had only been in place for 18 days and was not in a position to discuss or agree many points.

C Metcalfe reported that the new Councils processes were unknown at this stage, K Poskitt had not been in a position to discuss Selby District matters whereas now she would be able to engage with North Yorkshire Council and represent Tadcaster in a positive manner.

He understood the resident's sense of urgency regarding Selby Local Plan, however there were time elements and Tadcaster was only a small component in a large adventurous plan. The challenge was to put forward plans that would not fall to a Public Enquiry.

- A resident reported that he had been dealing with Yorkshire Water drainage problems in the Coach Road, drainage plans were not shown on maps. If drains were broken in this area, it would be difficult to assess. There had been water in fields at the top of East Tadcaster he had tried asking Yorkshire Water to direct the water into Brick Yard Pond, an accurate map would be required.

K Poskitt agreed for the resident to send the details and information to her.

### **C253 REIMPOSE STANDING ORDERS – (Item 4) -**

### **C254 POLICE REPORT – (Item 5) -** Members noted and discussed the Police report.

Members felt that more information i.e., dates and location could be provided in Police Reports, more detailed information was available on Twitter than provided for the Council.

**ACTION – Clerk to ask the Police for more detailed information for Council meetings.**

K Poskitt reported that arrangements were being made for Drop-in Surgeries for the Community to meet with herself, the Police and Councillors. Information would be available in due course.

### **C255 ENVIRONMENT AGENCY – (Item 6) –** This item was discussed at minute C251.

a. An Environment Agency representative in attendance to update members regarding Tadcaster Flood Alleviation Scheme.

b. Additional Ground Investigation works – Members to discuss and agree access onto Tadcaster Town Council Riverside owned land for the above works.

### **C256 PLANNING – (Item 7) -** Members noted and commented as required on the following applications received from Selby District Council: -

#### **a. Planning Applications –**

**27/22 – 13 Golf Links Crescent** – Section 73 application to vary condition 02 (approved plans) of approval 2022/1277HPA granted on 22 December 2022. Demolition of existing conservatory and erection of single storey rear extension.

**RESOLVED – Members had no objection to this application.**

**1/23 - 10 Grange Crescent** – Erection of single storey rear extension.

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**RESOLVED – Members had no objection to this application.**

**2/23 - 10 Golf Links Avenue** – Garage conversion/side extension. Existing house rendered.

**RESOLVED – Members had no objection to this application.**

**ACTION – Clerk to reply to SDC accordingly.**

**b. Granted Applications -**

**34/21 – Coach & Horses 16 Commercial Street** – Reconstruction of existing building for the commercial, business and service use.

**38/22 - 6 Queens Gardens** - Erection of single storey front and rear extension and two storey side extension with sloping roof on single storey and pitched roof to be tied in under existing over extended first floor footprint.

**c. The Planning Inspectorate** – Application by National Grid Electricity Transmission (NGET) for an Order granting Development Consent for the Yorkshire Green Energy Enablement (Green) project – Planning Act 2008 – section 89 and The Infrastructure Planning (Examination Procedure) Rules 2010 - Rule 8 & 9 – Examination Timetable & Procedure.

**C257 CORRESPONDENCE – (Item 8) - members to note and make commented as required: -**

**a. YLCA – White Rose Bulletin** – 17 & 31 March 2023

**b. YLCA** – Notice of Training Day 27 July 2023.

**c. NALC – Chief Executive Bulletin** – 6 April 2023.

**d. Halifax** – Notice of Halifax Tadcaster Branch closure.

Members were concerned that there were no banking facilities in the town. The Post Offices in the town had banking facilities this was not a long-term viable solution.

K Poskitt reported that The Library were looking into accommodating a Banking Hub.

**e. YLCA** – Resolutions for debate by members Councils and Parish Meetings to the Joint Annual Meeting 2023 – Members to discuss and consider, deadline 26 May 2023.

**f. Rural Services Network** – Members to note and discuss the role of Rural Services Network.

The Clerk reported that Councillor P Emmott had requested this item to be on the agenda and as he had sent apologies for the meeting, it would be an agenda item at the Council meeting on 16 May 2023.

**g. Geographical Survey on the Riverside Tadcaster** – Members noted the survey.

**C258 SELBY DISTRICT LOCAL PLAN – (Item 9) - Members update of Selby District Local Plan.**

K Poskitt reported that as discussed at Minute C252 Public Session she would contact the Head of Planning at NYC to discuss the possibilities of a Selby Local Planning meeting with Councillor members of Tadcaster Neighbourhood Development Plan Steering Group.

**RESOLVED – K Poskitt to contact the head of NYC Planning as above.**

P Grasby reported that the Head of Planning had not fulfilled an earlier commitment to deliver Selby Local Plan information to all Tadcaster residents during the previous consultation.

**C259 TADCASTER NEIGHBOURHOOD PLAN – (Item 10) -**

**a.** Members approved the minutes of the meeting held on 20 March 2023.

**b.** Members update of meeting held on 17 April 2023.

D Gluck reported that the meeting had focused on adjustments to the Pre-Submission Consultation which was 95% completed.

The Draft Plans were to be taken to the Council meeting on 16 May 2023 for Council approval and signing off. The Statutory Regulation Consultation would be distributed to the public for a six week consultation starting in June 2023.

The Consultation would be advertised, a summary of the Plan would be delivered to all Tadcaster residents, there were to be drop in events at The Ark, the three Community Centres and the Library. Replies to the consultation would be online through Survey Monkey or hard copies at key locations around the town. The full plan also available on the Councils Website and information included in the Councils Newsletter and Facebook page.

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Stakeholders inside and outside the area would be contacted.

The next meeting of the NDP Steering Group was 22 May 2023.

c. Members update of NDP Groundwork Locality Funding –

D Gluck reported that he was to meet with The Deputy Clerk to send an end of year report to Groundwork Locality and to apply for remaining funding. Should further funding be required there would be no cost to the Council.

### **C260 ASSETS OF COMMUNITY VALUE – (Item 11) - Members to discuss and agree Assets of Community Value in Tadcaster.**

D Gluck reported that the NDP Steering Group had identified Community Assets in the Town as part of the NDP process. A revised Assets of Community Value list had been compiled for the Council to consider and apply to NYC for consideration for inclusion in the Register.

Should an Asset on the Register come up for sale the Community would have six months to make a bid and raise funding prior to going on the market. There were no guarantees of purchase.

He suggested that the NDP Steering Group put together a list for Council Approval.

C Metcalfe asked if a Risk Assessment been considered should a Community Group run an establishment in the town.

D Gluck reported that it was too early in the process to consider a Risk Assessment.

### **SUSPEND STANDING ORDERS –**

A resident reported that an individual or group could apply to register an Asset of Community Value.

D Gluck reported that groups and organisations could apply but not on an individual basis. The credibility was about the Town Council recognising unprotected Community Assets for consideration by NYC to be included on the Asset Register.

### **C261 SPEED LIMITS AND DATA EVIDENCE – (Item 12) - Members update of North Yorkshire Council speed limits and Data Evidence in Tadcaster.**

P Grasby reported that he had contacted North Yorkshire Police on 1 April 2023 under the Freedom of Information Act to request speeding data information collected in the town.

He had requested specific data which was to be received in the next two weeks.

He felt that as there were Police speed detection vans in the town on a regular basis Police were raising awareness of speeding issues.

S Cobb reported that locations for Vehicular Activated Signs had been agreed with NYC.

K Poskitt agreed that there were speeding issues in the town, but there was not enough significant evidence to justify the purchase of VAS. Stutton Parish had investigated VAS but failed due to insufficient evidence. There was to be an Executive NYC meeting with the Highways Department to discuss 20MPH zones. K Poskitt had been asked what highways issues there were in Tadcaster and had reported 20MPH zones in the town.

There was to be a report by the end of May 2023 regarding speeding, she suggested that the Council delayed a decision until the report was produced.

**RESOLVED – That the agenda item be raised at the next appropriate meeting following K Poskitt's NYC meeting.**

### **C262 TADCASTER BUS STATION UPDATE – (Item 13) - Members update of North Yorkshire Council/Align Tadcaster Bus Station plans – Bus Shelter Refurbishment and Changing Places Extension.**

Bus Station plans had been circulated to members prior to the meeting.

Members felt wooden planters could encourage vandalism.

K Poskitt reported that having spoken to NYC officers and the architect, she felt there was the opportunity for the Council to make their views and had requested that the Councils previous requests be taken into consideration.

S Cobb enquired as to when Vehicle Charging Points were to be in use in the Car Park.

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K Poskitt reported that enquiries had been made to NYC regarding VCP and Car Park Barriers.

### **SUSPEND STANDING ORDERS –**

A resident asked if the roundel would remain as Walkers are Welcome use the facility.

K Poskitt reported that there had been confusion regarding the roundel and notice board and would chase to find out.

A resident reported that there had been work activity around Tad Kebab and the toilet block.

K Poskitt reported that Bus Station maintenance was to be completed in two parts, as funding for the Toilet Block Phase was from a different fund to the Bus Station. A disabled, family and changing area were to be included in the plans.

### **REIMPOSE STANDING ORDERS -**

**C263 SWIMMING POOL AND LEISURE SERVICES IN TADCASTER – (Item 14)** - Members update of Tadcaster Swimming Pool and Leisure Services in Tadcaster.

K Poskitt reported that she was keen for the Council to be involved in an overview of Leisure Services in the town. Key members would be invited to discuss future finances and what was needed for anyone in crisis. She welcomed Councillor input.

Tadcaster Swimming Pool were in the process of applying for funding.

**C264 NORTH YORKSHIRE COUNCIL – (Item 15) -**

**a. Update** – Councillor K Poskitt to update members regarding North Yorkshire Council.

The transition to a Unitary Council had run smoothly. Management Structures had changed. The Clerk reported that NYC Comms Pack had been circulated to members, email contact details had not been supplied.

K Poskitt reported that the NYC Website had contact details under separate sections on the site.

**ACTION – K Poskitt to ascertain NYC email contact details for Clerks.**

**b. North Yorkshire Council Launch Campaign: - Parish & Town Councils Communications Pack March 2023** – Members noted the publication.

**c. North Yorkshire Council – Local Government Review (LGR) Partner Update March 2023** – Members noted the publication.

**d. North Yorkshire Council Standard Arrangements – Members to note: -**

**i. Arrangements for dealing with Allegations of Breach of the Members Code of Conduct**  
Members to note.

**ii. Code of Conduct for Members of North Yorkshire Council – Members to note.**

**iii. Complaint Form – Members Code of Conduct.**

**P Grasby asked for the above item to be discussed in the Private Session.**

**Members agreed for this item to be discussed in the Private Session.**

**iv. Code of Conduct** – Members discussed and considered the Town Councils adoption of North Yorkshire Code of Conduct based on the Local Government Associations Model Code.

The Clerk reported that the New Code was a standardisation for adoption by Parish and Town Councils across the County.

**RESOLVED – Following a unanimous vote members agreed to adopt the above Code of Conduct.**

K Poskitt felt the Code of Conduct was an important document and should be taken into consideration by members at Council meetings and when speaking in a Councillor capacity in public.

C Stephenson suggested that all members read the Code of Conduct and confirm by email that they have read and comply with it.

**RESOLVED –**

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- **The Code of Conduct to be raised as an agenda item at the next appropriate meeting.**
- **Members to confirm by email that they have read and comply with The Code of Conduct.**

**ACTION – Clerk to deal.**

**v. Ethical Framework** – Complaints of breach of members Code of Conduct Jurisdiction and Local Assessment Criteria – Members noted.

**C265 COMMUNITY SUPPORT - WARM SPACES SCHEME UPDATE – (Item 16) -** Members update of the scheme.

C Metcalfe reported that the scheme had fulfilled all it set out to achieve. This would not have been possible without the initial funding from the Town Council to provide leaflets delivered to all residents in the town.

The scheme had brought together Groups, Clubs and Societies and empowered the three Community Centres to reenergise, improve engagement with the public and increase usage of facilities.

Funding from District and County members and Stronger Community funding had helped to seed further funding.

The Food Bank had been a success and moving forward would continue to be a valuable facility in the town.

He thanked all who had attended the initial meetings.

He felt that K Poskitt and team had been first rate champions and encouraged momentum of the scheme going forward.

F Greig felt that volunteers deserved a reception in recognition of all their hard work.

**C266 THE CORONATION OF HIS MAJESTY THE KING CHARLES III – (Item 17) -** Members update of Tadcaster Scarecrow Festival 1 – 8 May 2023.

K Poskitt reported that Groups and Individuals were making their own arrangements for the Coronation. Plans for the Scarecrow Festival were ongoing, posters and entry forms had been distributed around the town. She asked if the Council would be willing to provide prize money for the event.

**RESOLVED – Following a unanimous vote members agreed for the Council to provide £180 Prize money for the above event.**

The Clerk reminded members of St Mary's Church Coronation Service on 7 May 2023 and asked that they contact the office should they wish to attend.

**C267 ARMED FORCES CHAMPION – (Item18) -** Councillor K Poskitt to update members with regard to an Armed Forces Champion for Tadcaster.

K Poskitt reported that she had been approached by an ex-Forces Veteran in the town who was frustrated that a Veterans Group had not been set up in Tadcaster and no Covenant had been signed in the Selby District.

K Poskitt was keen to set up a club and looked to members for support. The Barn was suggested as a venue, funding could be accessed from the Armed Forces Trust.

S Cobb volunteered to help organise a meeting alongside an ex-Councillor who was also Ex – Forces.

**ACTION – S Cobb to arrange a meeting as above.**

**C268 LITTER PICK – (Item 19) -**

**a.** Members update of Tadcaster Litter Pick on 25 March 2023.

F Greig reported that the event had been very well attended and included Scouts and several children.

**b.** Members considered an additional Litterbin Wetherby Road / Smaws.

Members suggested moving the existing Dog Bin from the Smaws/ Riverside Stile to the top of Smaws hill and an additional Litter/Dog Bin be placed at the stile.

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**RESOLVED - That the bin facility in the Smaws area be investigated as part of the Litter Bin and Benches Survey and brought back to next appropriate meeting.**

K Poskitt reported that there were signs of rats in the privately owned Tadcaster Social Club Car Park.

**ACTION – Clerk to find out if the above area was a Right of Way.**

C Metcalfe reported that Environmental Health had powers regarding rats.

**C269 STAFFING SUB COMMITTEE – (Item 20) -**

- a. Members approved the minutes of the Staffing Sub Committee meeting on 16 March 2023.
- b. Members update of the above meeting.

The Clerk reported that there had been no applicants for the Administration Assistant vacancy as yet and suggested that following the advert deadline flexible and homeworking be included.

**C270 FINANCE – Payment of Accounts – (Item 21) -** Two Councillors approved and signed the Payment Schedule sheet to be paid by electronic payment. Schedule to be circulated at the meeting.

	NET	VAT	TOTAL
Administration	6459.91	0	6459.91
Administration	95.10	0	95.10
Administration	21.60	0	21.60
Allotment Deposit Refund	20.00	0	20.00
Calcaria Cleaning	61.25	0	61.25
CeeJays	165.00	0	165.00
Citizens Advice Mid-North Yorkshire	1000.00	0	1000.00
D C G Tree Surgery	152.50	0	152.50
ICCM	95.00	0	95.00
Julian Hall First Aid Services	51.25	0	51.25
Petty Cash	184.22	0	184.22
Pullan Landscapes	185.00	0	185.00
S Sutcliffe	25.00	0	25.00
Tadcaster Treat Association	600.00	0	600.00
Groundwork UK (NDP)	1705.55	0	1705.55
Yorkshire Local Councils Association	942.00	0	942.00
	<b>11763.38</b>	<b>0</b>	<b>11763.38</b>

**Direct Debits**

	Date	NET	VAT	TOTAL
1 BT	2/04/23	185.59	37.12	222.71
2 Business Stream (Allotments)	4/04/23	8.84	0	8.84
3 N Power (Festive Lighting)		197.41	9.87	207.28
4 Nycom	25/04/23	46.40	9.28	55.68
5 Eon Next (The Ark)	18/04/23	7467.58	1493.52	8961.10
		<b>7905.82</b>	<b>1549.79</b>	<b>9455.61</b>

**C271 WEBSITE NEWSLETTER AND MEDIA ITEMS – (item 22) -** To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media - None.

**C272 APPROVAL OF MINUTES – (Item 23) -** Members approved as a correct record the Minutes of the following Council and Committee meetings: -

- a. Council Meeting held 21 March 2023
- b. Annual Town Meeting held 4 April 2023

**To consider exclusion of the press and public by virtue of the Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed at the following agenda items only.**

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**C273 Members agreed to discuss item 15 diii Complaint Form – Members Code of Conduct** at this stage in the meeting.

P Grasby reported that he had read the North Yorkshire Code of Conduct and felt the document had good governance and asked how a complaint against a Councillor should be made?

D Bowgett reported that a complaint against a Councillor should be made to the Monitoring Officer at North Yorkshire Council and not to the Town Council.

K Poskitt reported that it was the duty of the Clerk to follow the Councils Policies.

Members noted that the North Yorkshire Council Code of Conduct would require a complaint to be made to NYC Monitoring Officer prior to raising at a Council Meeting.

The Clerk read out the Standing Orders No 14 as follows: -

***CODE OF CONDUCT COMPLAINTS - Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.***

K Poskitt felt that all Councillors were required to be social media aware and be accountable for all Social Media behaviour.

F Greig felt that the Code of Conduct should be brought back to a Council meeting for discussion.

**RESOLVED –**

- **The Code of Conduct to be raised as an agenda item at the next appropriate meeting.**
- **Members to confirm by email that they have read and comply with The Code of Conduct.**

**ACTION – Clerk to deal.**

**C274 TOWN SURVEY – PEOPLE & PLACES – (Item 23)** - Members noted and discussed the report.

D Bowgett reported that following numerous requests over two years by the Council the People and Places Survey had been received from Selby District Council the day prior to devolution to North Yorkshire Council.

The 80-page report had been marked Not for Public Release and it was therefore the Councils obligation to raise the item in the Confidential Session.

The Clerk reported that a resident had emailed the Council to enquire as to why the item was in the Confidential Session asked for members guidance regarding a reply.

The Clerk reported that the Town Council had been CC ed into an email received from North Yorkshire Council regarding questions raised by Councillor P Emmott in connection with the survey. This had been received shortly before the meeting and had therefore not been circulated to members. The Clerk read extracts of the email and asked if members would like to hear the full email, members agreed this was unnecessary. The Clerk reported that P Emmott had requested the item to be raised as an agenda item at the meeting but was unable to attend and had requested the item be discussed at the next meeting.

Members discussed a reply to the resident as follows The People and Places Town Centre Baseline Survey Report for Tadcaster was commissioned by Selby District Council and is based on surveys undertaken in October 2020. The Council requested a copy of the report and was requested by NYC officers to respect the confidentiality of the report which was marked “Not for Public Release”, the Council were therefore obliged to hear the report in the Confidential Session. At the Council meeting on 18 April 2023 the report was considered, and members found that the information within it had no relevance of the development of the Selby Local Plan especially referring to Tadcaster. Following consideration, it was felt that no further action was required, and the Council considered the matter closed based on the fact that the SDC Executive Committee did not adopt it, it was not used in any policy development, and it was based on



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information from over two years ago. The Council felt the content had no relevance for the Selby Local Plan for Tadcaster and was more of a review of the survey returns.

Selby District Council had failed to complete the Local Plan process and has now passed the draft submission to the new North Yorkshire Council authority which came into force on 1 April 2023. North Yorkshire Council will consider the Local Plan and will decide to endorse it in its current form or take other actions. If the Council decide to endorse it they will submit it to the Secretary of State for approval and followed by a Public Enquiry to take submissions on the plan before a final decision is made.

**ACTION – Clerk to reply to the resident accordingly, Clerk to liaise with C Metcalfe regarding wording.**

**RESOLVED – members agreed that as The People & Places Survey had no relevance to the development of Selby Local Plan that the matter would not be taken forward by the Council and the Council considered the matter closed.**

The Clerk asked members if they would like the Survey to be raised on a future agenda.

Members agreed for the Survey not to be raised on a future agenda.

**C274 QUOTATION – Office Computers – (Item 24) - Members discussed and considered quotations received for office computers.**

The Clerk reported that one of the three office computers had failed. The IT Contractor

Members agreed that replacement of the three office computers and monitors was required.

**RESOLVED – Following a unanimous vote members agreed the above quotation.**